

Career Ladder Program Application

Fiscal Year: **2008-2009**

1. COVER SHEET

School District: _____

Current program phase: Effective at 5.5% funding.

The district plan for fiscal year **2008-2009** Career Ladder Program will be to (check all that apply)

- ☐ Apply for program approval to remain at current funding level during fiscal year **2008-2009**.
- ☐ Apply to maintain an additional incentive program. **Must complete Attachment 9.**
- ☐ Apply to create a new additional incentive program as specified in A.R.S. § 15-918.02.B.1-2. **Must complete Attachment 9.**

Note: All initial or significant plans for an additional incentive component program must be approved by the state Career Ladder Advisory Committee prior to implementation. Approval may be requested at the time of yearly program re-approval or at a regularly scheduled CLAC meeting. Initial or revised approved plans shall be effective the following fiscal year (by order of the State Board of Education, May 19, 1997).

- ☐ Apply for the program waiver specified in A.R.S. § 15-918.03.5.a-d. **Must complete Attachment 10.**

Note: The Arizona Department of Education must be contacted prior to a district submitting an application for a waiver. Applying for a waiver **does not** exempt annual application requirements.

The following required application information is to be submitted in the order listed.

1. Cover Sheet
 - Statement of Action – Fiscal Year 2008 (sent as separate e-mail)
2. Statement of Assurance
3. Program Participation Rates as of November 1, 2007
4. Executive Summary
5. Maintenance of Program Requirements (Career Ladder Handbook)
6. Program Evaluation, Review and Refinement
7. Analysis of Pupil Progress
8. Budget
9. Additional Incentive (if applicable)
10. Waiver (if applicable)

Required Signatures:

(Plan will not be accepted without signatures)

District Career Ladder Director

Date

Typed name and title

District Superintendent

Date

Typed name and title

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2. STATEMENT OF ASSURANCE

Reference A.R.S. § 15-918.B, p. 1

The _____ School District No. _____

assures the State Board of Education that it will

- Implement all eligible program activities.
- Maintain adequate documentation to fulfill Career Ladder program requirements per A.R.S. § 15-918, as updated by 1992, 1994, 1995, 1996, 1997 legislation and augmented by program implementation requirements of the State Board of Education.
- Provide program reports and other information as requested.
- Maintain adequate documentation for audit and monitoring purposes
- Immediately inform the State Board of Education or Career Ladder Director of any major program changes.
- Expend approved funds only for authorized (legal) program purposes.
Note: Districts may only spend Career Ladder monies for expenses directly related to the Career Ladder program, including but not limited to: salaries and benefits for teachers on the Career Ladder, evaluation, training, program administration, supplies, and capital items. Districts may not use Career Ladder monies for salary increases for teachers not on the Career Ladder or for other district expenses not directly related to the implementation of the Career Ladder program (by order of the State Board of Education, May 19, 1997 [A.R.S. § 15-918.04, State Board Requirements, p. 11]).

Signature of District Superintendent

Date

Typed Name and Title

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3. INDIVIDUAL COMPONENT PROGRAM PARTICIPATION

Reference A.R.S. § 15-918.03.4, p. 9*

Numbers should reflect current year as of November 1, 2007

A. Career Ladder participants

- _____ 1. Number of teachers **placed** and receiving Career Ladder addenda
- _____ 2. Number of other **continuing** teachers **currently qualifying** for placement and not receiving Career Ladder addenda
- _____ 3. Number of teachers **new to the district** and considered eligible under A.R.S. § 15-918.02.A.2 and not receiving addenda
- _____ 4. **TOTAL PARTICIPANTS (sum of lines 1, 2 and 3)**

B. Eligible Employees

- _____ 1. Number of eligible employees, including participants from section A 4.

C. Career Ladder participation rate

_____ % (A 4 divided by B 1)

*. . . at least fifty per cent, except that if a school district is devoting at least thirty percent of its career ladder funding to additional incentive components pursuant to section 15-918.02, subsection B, the school district may report its program participation rate to be one hundred per cent, that district level pupil academic progress has occurred and, if not already included, that provisions to require all teachers new to the district to be evaluated for the career ladder program have been included.

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4. EXECUTIVE SUMMARY

Reference – See CLAC Reapplication Review Checklist for § 15-918 citations

The executive summary must be **no more than three (3) pages** and must include brief information **on the following thirteen labeled categories:**

- A. Introduction and statement of the district's Career Ladder mission
- B. Structure of the Career Ladder Program
- C. Evaluation of teacher performance
- D. Evaluation of teacher's pupil progress
- E. Provisions for placement and advancement
- F. Higher Level Instructional responsibilities
- G. Compensation system
- H. Program administration (including steering committee, staff, etc.)
- I. Periodic program evaluation, review, and refinement
- J. Professional development/leadership opportunities
- K. Communication model
- L. Impact of program on student progress
- M. Additional incentive component (if applicable)

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5. MAINTENANCE OF PROGRAM REQUIREMENTS

Reference A.R.S. § 15-918.02

Use the following categories to document continuing program maintenance. Please cite page numbers from your current program handbook, which **must be submitted** as part of your application.

| Requirement | Page Number(s) |
|--|----------------|
| 1. Structure of main Career Ladder plan | |
| 2. Evaluation of teacher performance | |
| 3. Evaluation of teacher's pupil progress | |
| 4. Provisions for placement and advancement | |
| 5. Higher level instructional responsibilities | |
| 6. Program administration/steering committee | |
| 7. Periodic program evaluation, review, and refinement | |
| 8. Professional development/leadership opportunities | |
| 9. Appeals process | |
| 10. Communication model | |
| 11. Additional incentive component (if applicable) | |

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6. PROGRAM EVALUATION, REVIEW, AND REFINEMENT

Reference § 15-918.02, pgs. 6-7; 5.c, p.10

Provide a brief definition or description of the component to provide context for labeled items A, B, C, and D that are analyzed in this section. Each component should have a description and an A, B, C, D labeled response.

- A. Include the projected program refinements/revisions from your district's fiscal year 2007-2008 application, as stated in last year's application.
- B. Briefly summarize the progress to date on the projected program refinements/revisions (Item A above in previous application) from your district's fiscal year 2007-2008 application.
- C. Briefly summarize your program evaluation analysis, activities, and corresponding data since your last application.
- D. State/describe projected program refinements/revisions based on item C above.

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7. ANALYSIS OF PUPIL PROGRESS

Reference § 15-918.03.5.b, p. 10

- A. Describe how your program supports the implementation of state and federal mandates using indicators of pupil progress.
- B. Include district-level AIMS data (longitudinal, if available) and an analysis of factors impacting the data.

Narrative should substantiate to the extent possible growth or decline in pupil progress.

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8. BUDGET

Reference § 15-918.02 and State Board Requirements, pgs. 10-12

SECTION I: Line Item Budget

Label the columns as follows:

- A. Item Descriptions
- B. 2006-2007 Budgeted Expenditures
- C. 2006-2007 Actual Expenditures
- D. 2007-2008 Operating Budget
- E. Any brief, special notations to explain the line items (optional)

Insert additional lines as needed. More detail is better than less.

SECTION II: Budget Summary

Indicate the following amounts and percentages for the current year's (2007-2008) budget.

A. Teacher Addenda

_____ The dollar amount of Career Ladder monies spent on teacher addenda (include benefits).

_____ The percent of Career Ladder monies spent on teacher addenda.
(\$ 15-918.02 – minimum amount 51%; #1, State Board Requirements, p.7)

B. Staff Development

_____ The dollar amount of Career Ladder monies spent on staff development (trainers, facilities, stipends, substitutes, conferences, etc., and includes benefits)

_____ The percent of Career Ladder monies spent on staff development.

C. Administration of Program § 15-918.02.6.c, p. 6

1. _____ The dollar amount of Career Ladder monies spent on program administration (directors, coordinators, peer evaluators, etc., and includes benefits).

_____ The percent of Career Ladder monies spent on program administration.

2. _____ The dollar amount of Career Ladder monies spent on classified staff.

_____ The percent of Career Ladder monies spent on classified staff.

3. _____ The dollar amount of Career Ladder monies spent on other costs (printing, supplies, capital items, etc.).

_____ The percent of Career Ladder monies spent on other costs.

8. BUDGET (continued)

D. Other Administrator Salaries

_____ The dollar amount of Career Ladder monies spent on other administrator salaries (district administrators, principals etc).

_____ The percent of Career Ladder monies spent on other administrator salaries.

E. Additional Incentive Component

_____ The dollar amount of Career Ladder monies spent on the additional incentive component (includes benefits).

_____ The percent of Career Ladder monies spent on the additional incentive component (not to exceed 49%, § 15-918.02 and State Board Requirements, pg. 7). If the amount spent exceeds 20%, justification must be provided (§ 15-918.02 and State Board Requirements, p. 8).

All of the percentages including anticipated carryover must equal 100% or more if there was carryover from previous years.

Section III: Additional Information

A. Carryover

_____ The dollar amount of Career Ladder monies carried over from fiscal year **2006-2007**.

_____ The percent of Career Ladder monies carried over from fiscal year **2006-2007**.

– If this amount **exceeds 5%** of the Career Ladder budget, a written explanation must be provided (CLAC guideline).

_____ The **anticipated** dollar amount of Career Ladder monies, if any, to be carried over from fiscal year **2007-2008**.

_____ The **anticipated** percent of Career Ladder monies, if any, to be carried over from fiscal year **2007-2008**.

– If this amount **exceeds 5%** of the Career Ladder budget, a written explanation must be provided (CLAC guideline).

B. Do you anticipate any **major** changes in the **2008-2009** budget?

☐ YES

☐ NO

If yes, **briefly** explain any major budgetary shifts.

Section 8.I Line Item Budget –

References in parenthesis should agree with amounts in Section 8.II Budget Summary

| A. Item Description | B. 2006-07 Budgeted | C. 2006-07 Actual Expenses | D. 2007-08 Budget | E. Special Notations/Explanations |
|---|---------------------|----------------------------|-------------------|-----------------------------------|
| Funding Allocation | | | | |
| Carryover Addition | | | | |
| JTED Allocation from EVIT | | | | |
| Sudden Growth Allocation (New in FY 07) | | | | |
| Total Funding Available | | | | |
| Addenda (This does not include reimbursements or stipends) (8.II-A) | | | | |
| Teacher Addenda (Funct 1000 Obj 6100) | | | | |
| Additional Incentive Component (Funct 1000 Obj 6100) (7.II-E) | | | | |
| Benefits (Funct 1000 Obj 6200) | | | | |
| Other (Provide brief explanation) | | | | |
| Total Addenda (8.II-A) | | | | |
| Staff Development (Funct 2200) | | | | |
| Consultants (Obj 6300) | | | | |
| Facilities (Obj 6400) | | | | |
| Stipends (Obj 6100) | | | | |
| Conferences (Obj 6300 & 6580) (Include registration and travel expenses) | | | | |
| Substitutes (Obj 6100) | | | | |
| Benefits | | | | |
| Other (Provide brief explanation) | | | | |
| Total Staff Development (8.II-B) | | | | |
| Administration of the Program | | | | |
| Program Administration (Director/Coordinator Salaries) | | | | |
| Certified Support (full-time mentors, coaches, peer evaluators, mentors, program support, professional growth instructors) | | | | |
| Classified Support (Support staff, administrative assistants) | | | | |
| Benefits (for ALL salaries paid by CL [administrative, certified, classified]) | | | | |
| Travel | | | | |
| Supplies/Materials (Prof. library materials, office supplies, subscriptions, printing) | | | | |
| Capital Outlay (Money spent to add or expand property, plant, and equipment assets, with the expectation that they will benefit the district over a long period of time [more than one year]) | | | | |

| A. Item Description | B. 2006-07 Budgeted | C. 2006-07 Actual Expenses | D. 2007-08 Budget | E. Special Notations/Explanations |
|--|------------------------|----------------------------------|----------------------|--------------------------------------|
| Other (Provide brief explanation) | | | | |
| Total Expenditures (8.II-C) | | | | |
| Other Administrator Salaries | | | | |
| Principals | | | | |
| District Administrators | | | | |
| Total Other Admin. Salaries (8.II-D) | | | | |
| JTED Expenditures (Fund 955) (if Applicable) (8.III-C) | | | | |
| Addenda | | | | |
| Staff Development | | | | |
| Program Administration | | | | |
| Other Administrators Salaries | | | | |
| Total JTED Expenditures (E) | | | | |
| TOTAL EXPENDITURES | | | | |
| PROJECTED CARRYOVER | | | | |

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9. ADDITIONAL INCENTIVE

Reference § 15-918.02.B-C, pgs. 6-8

1. Provide a 2-3 page detailed description of all additional incentive program components including integration with the main Career Ladder program and support of both district and Career Ladder goals, a yearly November 1st performance assessment plan, an implementation timeline and incentive goals focusing on reaching maximum school potential and enhanced student achievement (§ 15-918.02 and State Board Requirements #5, pg. 7).
2. Include a two-page-maximum description of parental quality rating conducted by the district and including questions relating to student achievement (§ 15-918.02 and State Board Requirements #6, pg. 7).
3. A **separate budget and expenditure report** for the additional incentive component must be provided. In addition to a current line-item budget, indicate the following (§ 15-918.02 and State Board Requirements #7, pg. 7).
 - a. _____ The dollar amount of the Career Ladder monies allocated to the additional incentive component.

_____ The percent of the Career Ladder monies allocated to the additional incentive component (**not to exceed 49%**) (§ 15-918.02 and State Board Requirements #8, pg. 7).
* If this amount exceeds 20% of the district's Career Ladder funding, provide justification, including documentation detailing teacher, administrator, district steering committee and governing board member involvement in the development of the program and a vote of all district teachers, with a majority indicating support for the additional incentive program.
 - b. _____ The dollar amount of the additional incentive budget allocated for the purposes of planning and development.

_____ The percent of the additional incentive budget allocated for the purposes of planning and development (**not to exceed 5%**) (§ 15-918.02 and State Board Requirements #4, pg. 7-8).
 - c. _____ The dollar amount of the additional incentive budget allocated for the purposes of staff development.

_____ The percent of the additional incentive budget allocated for the purposes of staff development (**not to exceed 10%**) (§ 15-918.02 and State Board Requirements #4, pg. 7-8).
4. Please provide a brief summary (one-page maximum) outlining **provisions for spending** these funds, **if schools** in your district **do not meet the incentive** for this application year (CLAC guidelines).
5. Include Attachment 9, current line-item budget, reflecting the appropriate dollar amounts, budget percentages, and justifications (where necessary).

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10. WAIVER

Reference § 15-918.03.5.a-d, pg. 10

Was a waiver previously granted to your district?

☐ YES

☐ NO

If **YES**, what was the date of the initial waiver? _____

1. Submit a complete re-application packet
2. Provide a statement clearly outlining
 - a. A description of the components that will be revised under the waiver
 - b. How the proposed waiver will improve the program
 - c. How the program improvements will enhance student achievement
3. Provide additional documentation of the following:
 - a. The district has integrated its Career Ladder program with other reforms or programs that are designed to improve pupil achievement.
 - b. The district is actively evaluating and reviewing its Career Ladder program and making adjustments as necessary, including an analysis of the impact of the present program on pupil achievement.
 - c. The Career Ladder program is strongly supported by teachers, administrators, and the governing board.
4. If a district is applying for continuation of a previously granted waiver, the status of progress must be reported. Provide a short narrative (3-4 pages) outlining this progress.

NOTE: A district may present amendments to its Career Ladder plan at regularly scheduled CLAC meetings rather than waiting until the entire waiver period is up. Please contact the Career Ladder Office at the ADE to request inclusion on the agenda.